

MINUTES

Recreation Commission

City of Willoughby Hills

March 2, 2016

CALL TO ORDER: 7:01 pm
PRESENT: Lynn Hallum, Chairman; Joseph Jarmuszkiewicz, Vice-Chairman; Dee Germano, Jim Walsh, Jeanette Nelson, Sandy Grubiss, Jeanne Kaston
ABSENT: Jennifer Greer, Council Representative; Kristina Zeleznik, Dan Philipp
ALSO PRESENT: Denise Edwards, Rec Coordinator; Frank Brichacek, Director of Finance; Theresa Baptie; Clerk

DISPOSITION OF MINUTES OF February 3, 2016

MOTION: Joseph Jarmuszkiewicz moved that the Commission approve the minutes
Seconded by Sandy Grubiss
Roll call vote: Ayes unanimous w/ 1 abstention
Motion passes 6/0

CORRESPONDENCE

2-4-2016 Email from Rec Commission RE: Email to Jennifer Greer
2-5-2016 Email from Denise Edwards RE: Roemisch Sub-Committee Meeting
2-5-2016 Email from Jennifer Greer RE: Recreation Commission
2-5-2016 Email from Theresa Baptie RE: Roemisch Sub-Committee Meeting
2-5-2016 Email from Kristina Zeleznik RE: Corn Fest Sub Committee
2-8-2016 Email from Kristina Zeleznik RE: Corn Fest Sub Committee
2-10-2016 Email from Denise Edwards RE: Transferring Funds
2-10-2016 Email from Denise Edwards RE: Easter Party
2-16-2016 Email from Jennifer Greer RE: Corn Fest Sub Committee
2-19-2016 Email from Denise Edwards RE: Concert Update
2-22-2016 Email from Joe Jarmuszkiewicz RE: Concert Update
2-23-2016 Email from Gloria Majeski RE: 9/11 Event
2-23-2016 Email from Joe Jarmuszkiewicz RE: 9/11 Event
2-23-2016 Email from Sandy Grubiss RE: 9/11 Event
2-23-2016 Email from Denise Edwards RE: 9/11 Event
2-23-2016 Email from Jim Walsh RE: Concert Update
2-23-2016 Email from Jim Walsh RE: 9/11 Event
2-26-2016 Email from Robert Weger RE: Request to be a Member of the WH Recreation Commission
2-27-2016 Email from Joe Jarmuszkiewicz RE: Concert Update
2-28-2016 Email from Kristina Zeleznik RE: March Rec Comm Meeting
2-29-2016 Email from Denise Edwards RE: February 2016 Community Center Reports

2-29-2016 Email from Denise Edwards RE: March Rec Comm Meeting
2-29-2016 Email from Gloria Majeski RE: March Rec Comm Meeting
2-29-2016 Email from Denise Edwards RE: Spring Craft Show
3-1-2016 Email from Dan Philipp RE: March Rec Comm Meeting
3-2-2016 Email from Denise Edwards RE: Transferring Funds
3-2-2016 Email from Frank Brichacek RE: Transferring Funds
3-2-2016 Email from Rec Commission RE: March Rec Comm Meeting
3-2-2016 Email from Kristina Zeleznik RE: I will be away from 2/28-3/4

Reports

- Community Center Usage - received from Denise Edwards 2/29/2016
- Rec Reports - received from Denise Edwards 2/29/2016
- 460 Report - received from Frank Brichacek 3/2/2016

COUNCIL REPRESENTATIVE'S REPORT Councilwoman Jennifer Greer sent an email on February 5, 2016 thanking the Rec Commission for the update and stating that she is looking forward to working with the Commission on the planning of the Community Event.

RECREATION REPORT

Sports Programs: Basketball Season is wrapped up. The 5th and 6th graders won the championship against Richmond Heights Hillcrest Sunoco. Thank you to Tom and The Boys League for a fabulous job, feedback is that it was a great season. **Baseball-Softball** registration is extended till this Sunday at the Pancake Breakfast. All who register are automatically entered into a drawing. This year we are doing the Field of Dreams- 5 players from each League will be chosen to go out on the field w/ the players and stay for the National Anthem, there is a nice package also that goes w/ it.

Art Gallery/Photo Contest A good amount of people have entered so it's going to be a great show. There are nice prizes, it is Friday March 11th from 7-9pm, please attend if you can.

Pancake Breakfast Fundraiser is 3/6th and 3/13th, Lions Club's is 3/20th. Our tickets are good for all 3 breakfasts. Please turn in money ASAP, we've had a good response for volunteers. Spread the word this is a huge fund raiser for us.

Spring Craft Show Saturday March 19th from 9-3. Both floors filled w/ Vendors (approx. 70), free admission, please post flyers if you know of a place, come out and do some shopping. The Lions cannot run the kitchen this time so the Commission is taking that on as an additional fund raiser, please donate baked goods if you can, we will also need help in the kitchen. Will need lots of help for this breakdown as we will then be setting up for the Pancake Breakfast. Send any students who need hours, will give documentation.

Easter Party Will truly be a community event, Saturday the 26th @ Calvary @ 11 am. Can go online to register, works kind of like Cedar Points version of a fast pass. People will first come inside to enjoy the Inflatables, Photo Booth, Face Painting, Balloon Artist, Storytime & Pop Corn for everybody. We are bringing the Easter Bunny, Coloring Contest, and Jelly Bean Contest. At 12:00 people go outside, it'll be broken down by age group, kids are given bags and it's ready / set /go for the egg hunt. Can use

volunteers on the 3rd, 10th & 17th 6:30 @ the Community Center for egg stuffing party; it will be a great way to meet other volunteers from the community. There will be boxes place around to recycle the eggs that aren't taken home.

COMMUNITY CENTER REPORT We are up this year. February 2016 - \$4,812.50. Going to have an incredible April.

460 FUND The Unencumbranced Balance for February is \$50,790.63.

Safety Town already have 2 registrations.

UNFINISHED BUSINESS.

Terry Baller re. Roemisch Complex Plan Joseph Jarmuszkiewicz reported that the sub-committee and The Boys League met and worked to scale down our goals from a total project to individual fields; C field estimate (not complete), \$2500/3000; F field estimate, \$4409 for materials & labor/\$2880 for 20 yards of dirt to do all 8 fields. Gloria and Mark are working on Grants/Sponsorship & Donations for field boxes and other repairs. Dan and Tom Elliot are also looking into grants, etc. for the boys fields. Estimate 3-5 years to completion. Boys League looked into putting in fences after fields are done. Allocate \$10,000, send letter to Mayor Weger for approval.

MOTION: Jim Walsh moved that the Commission allocate \$10,000 for the 1st phase of the Roemisch Complex Plan
Seconded by Joseph Jarmuszkiewicz
Roll call vote: Ayes unanimous
Motion passes 7/0

"Cornfest" Lynn reported that she and a small group held a meeting to discuss plans on how to go forward. Possible date of September 11th, considering having it on the VFW grounds, will know more this Saturday. This will be the topic at a special Council meeting re: Recreation on Monday the 7th @ 6:30.

Frank Brichacek spoke to the Commission. Initially money raised goes to the 280 Fund which is a special fund for the Recreational Fund. When there is a an excess from expenditures for a Recreational activity it is the Commission's decision how much of that access goes into the 460 Capital Fund, which is funds for capital improvements to recreational facilities and is legally restricted to that use, it cannot be used for operational programs. If the Commission wanted to retain money for operational purposes, rather than transfer all the money to the 460, put all or part into the 280.

Recreation could propose a one-time program that would be financed by the fundraising activities but if it were to be a recurring program Council would want more information. The Commission makes a motion, the Mayor approves it then it goes to Council for final approval. This procedure is the same in any city in any part of the state of Ohio and is the same for any program. Due to the close relation Council has had with The Recreational Commission typically at the start of the year Council will appropriate all or most of the 460 Fund balance. So in general as soon as the Commission recommends something and the Mayor approves it the appropriations bill's already been cleared.

The money in the 280 Fund can be recommended for Future Recreational Programs, Frank would track it internally to make sure the money goes to its appointed purpose. The Commission needs to annually do a motion that all the proceeds be designated to the 280 Fund, then once or twice a year can transfer the remaining money into the 480 Fund.

Other None

NEW BUSINESS: None

PUBLIC PORTION: 8:08 pm open, None, 8:08 closed.

ADJOURNMENT

Meeting adjourned at 8:09 pm by Lynn Hallum, Chairman

Clerk

Chairman

Date approved: _____

2/24/16 TAB

Note: Meetings of the Recreation Commission are recorded and recordings are a public record.